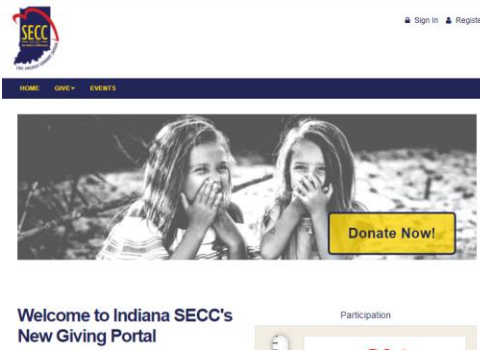


MAKE YOUR PLEDGE IN FIVE EASY STEPS!



State employees who participated in the 2020 SECC

If you are an active State employee with existing payroll deductions and you:

- Are happy with your current giving (dollars pledged and causes supported), **no action on your part is required**. Your pledge is automatically rolling over for the 2021 SECC.
- Want to check on or modify your pledge, you may do so on the new giving portal using the **instructions below**.
- Check and discover your rollover pledge is not designated to any specific organization(s), you need to **choose one or more new charities** to support. Follow the instructions below to “Modify a Gift from This Campaign.”
 - Once you select **"Modify a Gift from this Campaign"** and **select new charity(ies)** to support, your pledge **will no longer be considered "Undesignated."**
 - If you **do not modify your undesignated pledge**, it will remain classified as **"undesignated"** until you modify your gift in a future campaign. Undesignated pledges are distributed proportionally among the participating charities based upon the percentage of funds designated to each charity.

NOTE: For possible reasons why the charities you previously selected are not designated this year, see the **Rollover Pledge Background** section below. Only payroll donations rollover.

State employees who did NOT participate in the 2020 SECC

If you are an active State employee who wants to give to causes you care about by payroll deduction, debit/credit card, or electronic check, please follow the instructions below.

Step 1: Login and Setup Your User Profile

- To get started, visit www.charities.org/secc and click the blue and yellow **"Donate Now"** button. You will be taken to the “Log On” page where you can enter in your credentials.
- In the “Username” and “Password” fields, enter in your credentials as follows:

Username: First Initial + Last 6 digits of PeopleSoft ID

Example: The username for a person named John Doe with the PeopleSoft ID of 123456 is: **J123456**

Password: first initial + last name

Example: The password for a person named John Doe is: **jdooe**

NOTE: Passwords are case sensitive and must be all lowercase. Do not include special characters such as #, \$, !, etc.



- Once you are logged in, your username will display in the upper right corner of the screen.
- For login assistance, contact the Help Desk by secchelp@charities.org, phone (703) 957-7888, or web www.charities.org/support

- Then click **“Donate Now”** to start the pledge process.
- You will next be asked to **“Edit your profile.”** Information you enter will be provided to the nonprofits you support through this Campaign so they can acknowledge your gift upon your request. The email address listed in your profile is also where the confirmation email will be sent upon completion of your donation. You should keep a copy of this email for tax purposes.
- Select **“Continue”** when you have finished updating your contact information.

Donors WITH Giving History:

If you participated in the 2020 SECC, your online payroll giving history has already been loaded into the giving site. You have two options: start a new pledge or modify an existing pledge.

- If you would like to support a new charity this year, select **“Start a New Gift and Designations.”**
- If you discover that your rollover pledge is not designated to any specific organization(s), or you would like to make changes to your payroll gifts from last year, select **“Modify a Gift from This Campaign.”** Then skip down to the **“Donors WITHOUT Giving History”** section and follow the instructions from there.

NOTE: Once you select **“Modify a Gift from this Campaign”** and **select new charity(ies)** to support, your pledge **will no longer be considered “Undesignated.”** If you **do not modify your undesignated pledge, it will remain classified as “undesignated”** until you modify your gift in a future campaign. Undesignated pledges are distributed proportionally among the participating charities based upon the percentage of funds designated to each charity.

IMPORTANT: All employees who donate, whether making a new contribution or modifying an existing pledge, MUST click “Finish” at the end of the giving process to complete their transaction online.

Rollover Pledge Background

If any prior year donations are not reflected in your giving history, or your pledges are no longer designated to any specific organization(s), it may be due to one of the following reasons:

- a. You gave by a payment method other than payroll deduction such as credit/debit card, electronic check, or paper check. Only payroll donations, and no other giving methods, rollover.
- b. You gave to a charity that is not eligible to participate in the 2021 SECC. Participating charities must be verified to have valid 501(c)(3) ruling from the IRS. If your charity is not eligible this year, your contributions will be classified “undesignated,” i.e., not designated to a verified SECC charity. Undesignated funds will be distributed proportionally among the participating charities based upon the percentage of funds designated to each charity.
- c. You gave by paper pledge. Only online pledges are retained in the giving portal.

To obtain pledge history from 2020 or prior years, [click here](#) or contact Caroline Bailey, Indiana United Ways: secc@iuw.org or 317-660-8408.

Donors WITHOUT Giving History:

- After clicking **“Donate Now,”** you will be asked to **“Edit your profile.”** If you opt-in at the end of the giving process, information you enter will be provided to the charities you support through the SECC so they can acknowledge your gift. The email listed in your profile is also where your confirmation email will be sent upon completion of your donation. You should keep a copy of this email for tax purposes.
- Select **“Continue”** when you have finished updating your contact information.



Step 2: Select a Payment Method

You may support your favorite nonprofits online via the following payment methods:

- **Payroll Deduction**
- **Credit Card or Debit Card**
- **Electronic Check**

Click **"Add"** to choose a payment method. You will then see a screen prompting you to set up your gift payment frequency and amount based on the payment method you selected.

NOTE: To donate using multiple payment methods, please complete all donations for each payment method in separate transactions. For example, if you select "Payroll Deduction," choose all the charities you would like to support via payroll deduction and complete the donation process. After you submit your payroll deductions donations, then go back and select a different payment method, for example "Credit Card," then choose the charities you would like to support by credit card, and complete the donation process for those charities.

Payroll Deduction:

1. The amount you enter is the amount you would like deducted from your paycheck **each pay period**.
2. Once you enter an amount, it will automatically use the number of pay periods to calculate your total annual gift. That information will display on the right side of your screen under the **"Your Pledge So Far"** section.
3. In the next step, you will allocate the total annual gift amount between your designated charities.

The screenshot shows the 'Payroll' payment method selection screen. The header indicates a total of \$0.00. The main form area has a title 'Payroll' and a sub-header 'Recurring payroll deductions will be deducted from your first paycheck in January 2020.' Below this, there are input fields for 'Amount Per Period' (with a dollar sign icon) and 'Pay Periods' (set to 26). A blue button labeled 'Add payment method' is visible. At the bottom are 'Previous' and 'Continue' buttons. On the right side, a summary box titled 'Your pledge so far:' shows a 'TOTAL ANNUAL GIFT' of \$312.00. Below this, 'Payment Methods:' shows a green dollar icon, the amount \$312.00, and the breakdown 'PAYROLL \$12.00 x 26'. At the bottom right is a red button labeled 'CANCEL AND START OVER'.

Credit Card or Debit Card:

1. The amount you enter is the **total annual gift** amount you would like to donate. That information will display on the right side of your screen under the **"Your Pledge So Far"** section.
2. In the next step, you will allocate that total annual gift amount between your designated charities.

The screenshot shows the 'Credit Card' payment method selection screen. The header indicates a total of \$0.00. The main form area has a title 'Credit Card' and a sub-header 'All credit card fees will incur a per transaction fee of 3.5% by your carrier.' Below this, there are input fields for 'Total Annual Gift' (with a dollar sign icon and a '\$10.00 minimum' note), 'Credit Card Type' (with radio buttons for Visa, MasterCard, AmericanExpress, and Discover), 'Credit Card Number', 'Credit Card CCV', and 'Expiration Date' (with month and year dropdowns). A blue button labeled 'Add payment method' is visible. At the bottom are 'Previous' and 'Continue' buttons. On the right side, a summary box titled 'Your pledge so far:' shows a 'TOTAL ANNUAL GIFT' of \$500.00. Below this, 'Payment Methods:' shows a green dollar icon, the amount \$500.00, and the breakdown 'CREDIT CARD'. At the bottom right is a red button labeled 'CANCEL AND START OVER'.

Electronic Check:

1. The amount you enter is the **total annual gift** amount you would like to donate.
2. For information on how to locate banking information, click the icon next to **"Bank Account."**
3. **Be sure to check the box at the bottom to authorize the transaction.**

Once you have finished entering your payment method preferences, click **"Continue"** to find charities to support. You can always return to this step later in the process to adjust the total amount you would like to donate.

Step 3: Choose Your Favorite Charities to Support

To find charities to support:

1. Click the **“Find a Charity”** button.
2. A pop-up box will appear. Use the charity name, city, state/territory, or Employer Identification Number (EIN) search features to find a specific organization, or click through the alphabetical list.
3. You can select as many charities to support as you would like. As you find charities you want to support, click **“Add”** and they will appear highlighted in blue under **“Selected Charities.”**
4. Click the orange **“Add to Designations”** button. The organization(s) you selected will now display on your list of designations.
5. You may also write-in a charity not in the list. Enter **“Write-In”** in the Search by Charity Name box and click on the logo. A pop-up box will appear where you may enter your charity’s information. The SECC fiscal agent will verify the charity prior to distribution funds distribution.

NOTE: You will not be able to complete giving process without designating a charity.

6. Next, you will have the opportunity to allocate your total pledge amount between the organizations you have added to your list of designations. To specify how much money to donate to each, use the slider tool or enter the exact amount in the donation box next to the charity.

To adjust the total annual amount you would like to pledge, click the **“Previous”** button to return to the payment method screen. The charities you selected will all remain saved on your list until you are ready to submit your pledge.

When you have finished allocating your donation between charities, click **“Continue.”**

A search box titled "Search by Charity Name" with a "Write-In" button on the right. The box is part of a larger interface with a blue ribbon logo in the top right corner.

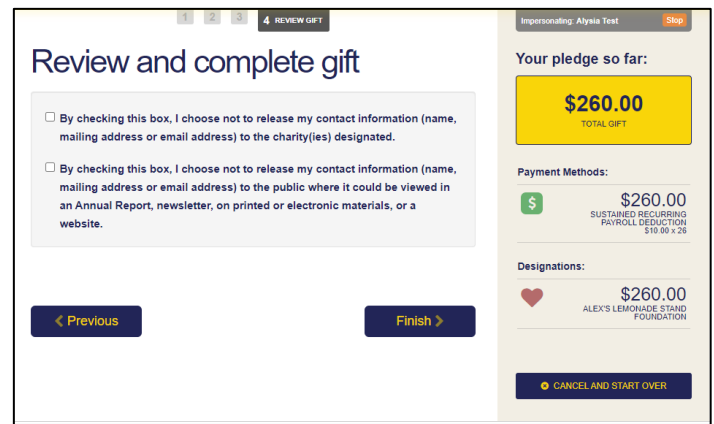
The "Charity picker" interface shows search filters on the left (Name, City, State/Territory, EIN) and a grid of charity logos on the right. Below the grid is a "Selected Charities" section with two items: "Alzheimer's Foundation of America" and "Friends of Animals". At the bottom are "Close" and "Add to designations" buttons.

The "Charity Write-In" form contains fields for Name, Phone Number, Web Site URL, EIN, Street Address, City, State/Province, and Postal Code. At the bottom are "Close" and "Save Write-In" buttons. A disclaimer at the bottom states: "Disclaimer: Write-in charities are vetted by America's Charities prior to funds distribution. If the select charity cannot be verified, your site coordinator will be contacted to obtain more information regarding the select charity. Upon 4 failed attempts to vet charity, you will be asked to redirect your donation to a vetted charity of make your donation directly to the select charity."

The "Where do you want your gift to go?" screen shows a total annual gift amount of \$312.00. It lists designated charities with sliders for allocation: Alzheimer's Foundation of America (84% at \$260) and Friends of Animals (16% at \$52). The right sidebar shows the total pledge of \$312.00 and a "CANCEL AND START OVER" button. Navigation buttons at the bottom include "Previous", "Find a Charity", and "Continue".

Step 4: Submit Your Pledge

1. You will have one final chance to review your gift and designations, and will also be able to select whether your gifts remain anonymous or grant permission to have your contact information shared with the charity(ies) you supported through the Campaign.
2. Click “Finish” to submit your pledge.
3. A confirmation email will be sent upon completion of your donation to the email address listed in your profile. You should keep a copy of this email for tax purposes.

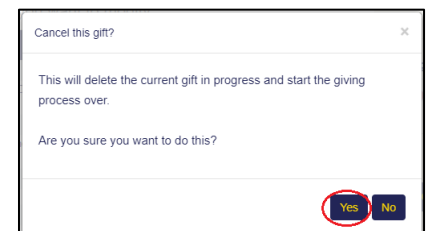
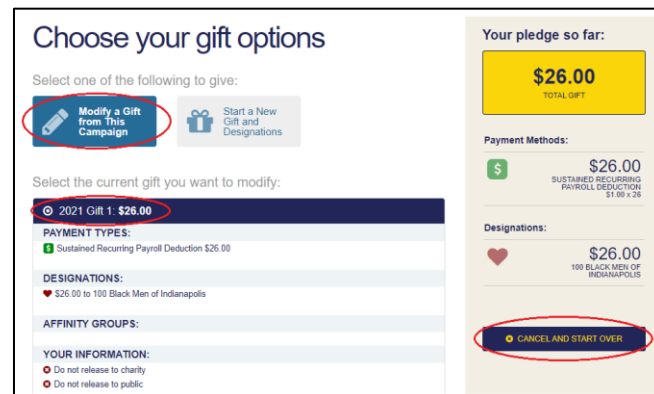


IMPORTANT: All employees who donate, whether making a new contribution or modifying an existing pledge, MUST click “Finish” at the end of the giving process to complete their transaction online.

Step 5: Repeat Process to Make Additional Donations or to Modify Your Gift

If you would like to make additional donations or edit your pledge, you may edit your payroll donations anytime during the Campaign enrollment period. To cancel or modify a credit card or electronic check donation, please contact America's Charities at secchelp@charities.org, (703) 957-7888.

1. Log into the pledge site and click “Donate Now.”
2. You will be given two options:
 - “**Modify a gift from this Campaign.**” Choose this option if you would like to edit a payroll deduction pledge you already submitted. By choosing to modify a gift, you will open your existing pledge for edit.
 - You **MUST** complete all steps of the pledge process to return the gift to a completed status, **otherwise the gift will not be processed.** Modifications to credit card or electronic check donations must be made by contacting America's Charities: secchelp@charities.org, (703) 957-7888, or www.charities.org/support
 - “**Start a new gift and designation.**” Select this option if you would like to make a new credit card or new payroll donation.
3. Once you select an option, follow steps 1-4 from this guide to complete your pledge.



How to Cancel Your Payroll Pledge

1. Log into the pledge site and click “Donate Now.”
2. Select “Modify a Gift from this Campaign” and select the current gift you want to modify.
3. On the right-hand side, click on “Cancel and Start Over.”
4. If you do not modify your undesignated pledge, it will remain classified as “undesigned” until you modify your gift in a future campaign.
5. A pop-up window will ask you to confirm deletion of your current gift. Click “Yes” if you would like to delete your payroll pledge. **Your payroll pledge will not rollover until 2022.**

Need Help? For assistance, please:

- Email: secchelp@charities.org
- Call: (703) 957-7888
- Visit: www.charities.org/support

